

**AN EXECUTIVE ORDER IMPLEMENTING TEMPORARY
MEASURES TO MINIMIZE THE IMPACT OF THE BOTH THE SEASONAL FLU
AND THE CORONAVIRUS (COVID-19) PANDEMIC
(REVISED 03-15-20)**

I, Edward M. Augustus, Jr., by virtue of the authority vested in me as city manager of the city of Worcester, do hereby order and direct the following:

§ 1. Any employee experiencing flu-like symptoms as listed below must stay home utilizing sick leave until they are free of fever and any other flu-like symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor if they are staying home sick with flu-like symptoms, as the City will be monitoring the incidents of flu throughout the organization. Employees who develop or exhibit flu-like symptoms or other illness while at work will be directed to go home. The most up-to-date information on COVID-19 indicates that the highest risk population includes older adults and individuals with serious chronic medical conditions. Employees in this risk group are encouraged to consult with their physicians about their individual health decisions and/or talk with their supervisors to review possible alternative work assignments.

Symptoms of the flu include:

- Fever (100.4° F or greater using an oral thermometer)
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea

§ 2. All work-related travel, both foreign and domestic, is discontinued until further notice. Executive Management employees are also strongly encouraged to avoid any personal international travel.

§ 3. Conferences, seminars and other discretionary gatherings, scheduled and hosted by agencies involving external parties, are to be held virtually or cancelled. Regular internal business shall continue, including but not limited to mandated public hearings and board meetings. **Provided, however, that no more than 25 persons at one time shall be in attendance at such meetings or other any city-sponsored events.** Meeting organizers are strongly encouraged to utilize alternatives like conference calls, WebEx and other group communication tools.

§ 4. No City employee shall attend external work-related conferences, seminars or events. Alternatively, Executive Management level employees are encouraged to participate remotely.

§ 5. Any City of Worcester employee who has traveled to countries or places with a Level 2 or 3 alert due to coronavirus within the past thirty days is required to notify his/her Department Head in writing, including where he/she traveled to and the dates of travel, and may be required to stay home to monitor for symptoms for a 14-day period. The Department Head may also require the employee to provide a letter or certification from a physician indicating that the employee has been medically cleared to return to work after the expiration of the 14-day home monitoring period. During the 14-day home monitoring period the employee will be required to use accrued benefit time, except for those employees whose job responsibilities can be performed remotely, who may be required or approved to work from home during the 14-day home monitoring period.

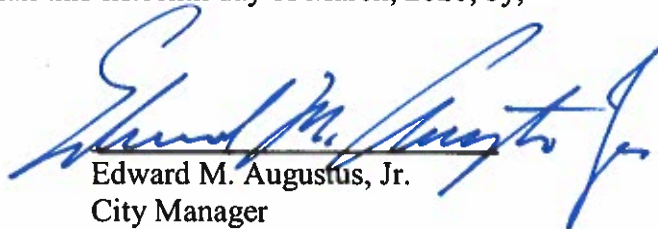
§ 6. Any City of Worcester employee opting to travel for non-work related purposes after Thursday, March 12, 2020, to any country with a Level 2 or 3 alert due to coronavirus will be required to stay home to monitor for symptoms for a 14-day period. During the 14-day home monitoring period the employee will be required to use accrued benefit time, except for those employees whose job responsibilities can be performed remotely, who may be required or approved to work from home during the 14-day home monitoring period. Countries designated with a Level 2 or 3 alert status are subject to change based on the latest guidance from the U.S. Department of Health & Human Services' Centers for Disease Control.

§ 7. The terms "employee" and "employees" include all individuals under the employ of the City of Worcester, including the school department.

§ 8. This Executive Order shall take effect on Friday, March 13, 2020 and shall remain in effect until repealed by a subsequent Executive Order.

Originally ORDERED at City Hall the twelfth day of March, 2020;

Revised and reissued at City Hall this fifteenth day of March, 2020, by,


Edward M. Augustus, Jr.
City Manager